



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

March 11, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

### **COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)**

#### **SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding three (3) new non-represented classifications, by changing the salary of two (2) non-represented classifications, and by reclassifying positions in the departments of Health Services and Registrar-Recorder/County Clerk.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add three (3) non-represented classifications, to change the salary of two (2) non-represented classifications and to reclassify three (3) positions to implement results of classification studies in the departments of Health Services and Registrar-Recorder/County Clerk.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents

(Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

#### New Classifications

We are proposing three (3) new non-represented classifications for addition to the Classification Plan that are restricted to the Department of Mental Health, specifically Mental Health Clinical Program Manager I, II, and III (Attachment A). Positions allocated to these classifications will perform highly-responsible clinician-manager duties in the oversight of the department's directly-operated and contracted programs and services. These classes are being established as part of a broader departmental management realignment to accommodate the expansion of the department's programs and services resulting from the continued implementation of the Mental Health Services Act and the Affordable Care Act. These classes are intended as replacements for the obsolete Mental Health Clinical District Chief and Mental Health Clinical Program Head. Current incumbents holding payroll titles in the aforementioned classes will not be negatively impacted as a result of establishment of the proposed classes.

#### Salary Changes

We are recommending salary changes for two (2) existing non-represented classifications in the Information Systems Group, the Departmental Information Security Officer (DISO) I and II (Attachment A). Specifically, as a result of a Countywide study of these classes, we are recommending their movement from the Step Pay Plan into the Management Appraisal and Performance Plan (MAPP). Consistent with County Code Section 6.08.340(F), current incumbents will be placed on the most appropriate step of the MAPP range that does not result in a salary reduction. The DISO I and II classes are responsible for the development, delivery, and administration of an information technology (IT) security program for a County department with highly-complex and extensive IT security requirements. We find that the duties and responsibilities of positions allocated to DISO I and II are consistent with the provisions of MAPP and therefore recommend inclusion of these classes in the Plan.

#### Reclassifications

There are two (2) positions in the department of Health Services and one (1) position in the department of Registrar-Recorder/County Clerk being recommended for reclassification (Attachment B). The duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

#### **Implementation of Strategic Plan Goals**

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational

efficiencies, and to maintain consistency in personnel practices throughout the County.

**FISCAL IMPACT/FINANCING**

The projected budgeted annual savings for the three (3) positions that will be reclassified and the recommended salary changes are estimated to total \$10,435 (all funds). Net County savings is estimated to be \$18,561. Cost increases associated with the compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA

Chief Executive Officer

WTF:BC:JA

SJM:AE:mst

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Department of Human Resources  
Affected Departments

**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED  
FOR ADDITION TO THE CLASSIFICATION PLAN**

<b>Proposed Savings/Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>	
Savings/Megaflex	4740	Mental Health Clinical Program Manager I	NM	105D
Savings/Megaflex	4741	Mental Health Clinical Program Manager II	NM	108D
Savings/Megaflex	4742	Mental Health Clinical Program Manager III	N23	S13

**NON-REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR SALARY CHANGE**

<b>Item No.</b>	<b>Title</b>	<b>Current Salary Schedule and Level</b>		<b>Recommended Salary Schedule and Level</b>	
2611	Departmental Information Security Officer I	NM	104B	N23	S10
2612	Departmental Information Security Officer II	NM	110E	N23	S12

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS****HEALTH SERVICES – OFFICE OF MANAGED CARE**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Administrative Services Manager II Item No. 1003A NM 96L Non-Represented	1	Senior Staff Analyst, Health Item No. 4594A NM 104B Non-Represented
1	Contract Program Auditor Item No. 4614A NM 89G Non-Represented	1	Senior Contract Program Auditor Item No. 4615A NM 93A Non-Represented

The subject positions are being recommended in response to the Department of Health Services' (DHS) request to reorganize the Office of Managed Care. The reclassification of various positions were submitted and approved by the Board on the November 5, 2013 agenda. The Chief Executive Office reviewed the department's appeal of seventeen positions, resulting in the further reclassification of two positions to provide an appropriate allocation and organization structure to assist the department with recruitment efforts.

The subject Senior Staff Analyst, Health position will be assigned to the Business Development section and will oversee the Payor Contracting unit in the negotiation, execution, and implementation of revenue contracts. The position will also supervise five Staff Analyst, Health Services positions assigned to DHS facilities. The duties and responsibilities of the requested position meet allocation standards for Senior Staff Analyst, Health; a classification that is responsible for supervising a team of analysts providing technical and consultative services to management in major health care service areas. Therefore, we recommend upward reclassification to the Senior Staff Analyst, Health.

A Senior Contract Program Auditor will supervise Contract Program Auditors responsible for conducting programmatic audits of facilities to ensure compliance with Managed Care contractual agreements. The duties and responsibilities of the requested position meet allocation standards for Senior Contract Program Auditor; a classification that is responsible for supervising staff of Contract Program Auditors engaged in monitoring health services provided by private agencies with County contracts. Therefore, we recommend upward reclassification to the Senior Contract Program Auditor.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)****REGISTRAR-RECORDER/COUNTY CLERK**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Staff Assistant II Item No. 0913A NM 80E Represented	1	Safety Officer I Item No. 3037A NM 91C Non-Represented

The subject Staff Assistant II position will be assigned to the Human Resources Division, Risk Management Section and serve as the department's Safety Officer by taking the responsibility for the ongoing administration and development of the department's Safety Program. The position will provide oversight on health and safety related matters; ensure departmental compliance with State and Federal regulations; assess the effectiveness of, and recommend and implement solutions for, the department's Safety Program; conduct safety training sessions; and serve as the chair of the department's Safety Committee.

The duties and responsibilities meet the allocation standards for Safety Officer I, a class that is responsible for the development and administration of a comprehensive safety and accident prevention program; developing and implementing safety policies and procedures, safety plans, safety audits/inspections, and training programs; and eliminating workplace hazards to ensure compliance with various safety codes and regulations. Therefore, we recommend upward reclassification to the Safety Officer I.

## ANALYSIS

This ordinance amends Title 6 - Salaries of the Los Angeles County Code by:

- Adding and establishing the salary for three (3) non-represented classifications;
- Changing the salary of two (2) non-represented classifications; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the Departments of Health Services and Registrar-Recorder/County Clerk.

JOHN F. KRATTLI  
County Counsel

By: 

RICHARD D. BLOOM  
Principal Deputy County Counsel  
Labor & Employment Division

RDB:ab

Requested: 02-07-14  
Revised: 02-14-14

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications, salaries, and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE		SALARY OR SALARY SCHEDULE AND LEVEL
<u>4740</u>	<u>MENTAL HLTH CLINICAL PROG MGR I</u>	_____	*	<u>NM</u> <u>105D</u>
<u>4741</u>	<u>MENTAL HLTH CLINICAL PROG MGR II</u>	_____	*	<u>NM</u> <u>108D</u>
<u>4742</u>	<u>MENTAL HLTH CLINICAL PROG MGR III</u>	_____	*	<u>N23</u> <u>S13</u>

**SECTION 2.** Section 6.28.050 is hereby amended to change only the salary of the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
2611	DEPTL INFO SECURITY OFFICER I	01/01/2009	NM	103E
		10/01/2013	NM	104B
		<del>10/01/2014</del>	<del>NM</del>	<del>104K</del>
		04/01/2015	NM	105G
		*	N23	S10
		<u>10/01/2014</u>	<u>N23</u>	<u>S10</u>
		<u>04/01/2015</u>	<u>N23</u>	<u>S10</u>
2612	DEPTL INFO SECURITY OFFICER II	01/01/2009	NM	109H
		10/01/2013	NM	110E
		<del>10/01/2014</del>	<del>NM</del>	<del>111B</del>
		04/01/2015	NM	111K
		*	N23	S12
		<u>10/01/2014</u>	<u>N23</u>	<u>S12</u>
		<u>04/01/2015</u>	<u>N23</u>	<u>S12</u>

**SECTION 3.** Section 6.78.030 (Department of Health Services – Office of managed care) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	4	<del>ADMINISTRATIVE SERVICES MANAGER II</del>

**SECTION 4.** Section 6.78.030 (Department of Health Services – Office of managed care) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
4614A	-4	<u>3</u>	CONTRACT PROGRAM AUDITOR
4615A	4	<u>2</u>	SENIOR CONTRACT PROGRAM AUDITOR
4594A	2	<u>3</u>	SENIOR STAFF ANALYST,HEALTH

**SECTION 5.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>3037A</u>	<u>1</u>		<u>SAFETY OFFICER I</u>

**SECTION 6.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0913A	-4	<u>3</u>	STAFF ASSISTANT II

**SECTION 7.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the salary changes made to Section 6.28.050 of the County Code.

[RECLASSMAR14ABCEO]